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Office Memorandum • UNITED STATES GOVERNMENT

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TO :

DATE: 20 February 1957

FROM :

SUBJECT: Comparison between Microfilming Certain Records and Keeping Them in a Records Center Facility.

1. The AEC has adopted a standard of not microfilming any records which could be considered for storage in a records center facility if they are disposable in ten years or less. This criteria is included in their Regulation 0231-059a.

2. Discussion with AEC Records Officer, Mr. Pugliese, indicates that they use a standard of \$20 per cubic foot for microfilming records by use of a rotary camara. This cost would be increased substantially if a flat bed camara were used. The cost would also be increased if the records required indexing and were in varying sizes up to the maximum that a rotary camara would accomodate. Further discussion with Mr. Pugliese indicated that if the average correspondence-type records found in every day use were microfilmed they would use ~~the~~ cost estimate of between \$30 and \$40 per cubic foot.

3. Attached is a copy of that portion of the AEC regulation which contains the standard for microfilming and the estimated cost per cubic foot. This regulation should be made a part of our reference material file. [] has a substantial number of pertinent regulations that I obtained from AEC sometime ago which probably should also be a part of the file.

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